

EVENTS MANAGEMENT

Procedure 1.2.2

Policy No. and title	1.2	Lands under Kempsey Shire Council Jurisdiction Policy
Procedure	1.2.2	Events Management
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1 INTRODUCTION

- a) This procedure has been generated to provide a framework in which Kempsey Shire Council can assess and control risks presented by events held on land and facilities controlled, or managed, by Council.
- b) This procedure will ensure events are properly assessed and appropriate risk management is implemented. The objective is to reduce the exposure of Event Coordinators and Council to potential hazards that can be associated with these activities.

2 PURPOSE

- a) Events and the activities of events, on Council controlled and managed land and infrastructure, must not diminish the amenities of residents or visitors.
- b) It is also our social responsibility to ensure ecologically sustainable use and protection of the natural environment for the benefit and enjoyment of future generations.
- c) Council will attempt to make every effort to assist and promote all suitably acceptable events to assist the social and cultural enhancement of the Kempsey Shire community.

3 OBJECTIVE

- a) To enable assessment and control of risks presented by public events that are to be held on Council controlled and managed land and or amenity. (Land being any Reserve, Road, Footpath, Beach, Caravan Park, Sports Field, Riverbank etc. Amenity being Public Swimming Pool, Public Hall, Skate Park, Boat Ramp, Wharf etc.)

4 IDENTIFICATION OF AN EVENT

- a) Events utilising council land and/or facilities shall include activities such as, but not restricted to, Public Events, Marches, Rallies, Team Sport Events, Athletics Carnivals, Swimming Carnivals, Fun Runs, Marathons, Bi & Triathlons, Surf Life Saving Carnivals, Surfboard Riding Competitions, Amusement Carnivals, Circuses, Weddings, etc.

Classification of Events

Class 1 Event

- Impacts major traffic and transport systems.
- Disrupts the non-event community over a wide area.
- Requires the involvement of Police and RMS.
- Requires advertising.

For example: An event that reduces the capacity of the main highway through Kempsey.

Application required a minimum of 4 months prior to the event

Class 2 Event

- Impacts local traffic and transport systems but does not impact on major traffic and transport systems.
- Disrupts the non-event community but not over a wide area.
- Requires the involvement of Police and the RMS.
- Requires advertising.

For example: An event that blocks the main street in a town or village, or road races.

Application required a minimum of 4 months prior to the event

Class 3 Event

- Does not impact on local or major traffic transport systems.
- Disrupts the non-event community in the immediate area only.
- Requires Council and Police approval.
- Is conducted on a street in a very low traffic area.

For example: Carnivals and exhibitions

Application required a minimum of 2 months prior to the event

Class 4 Event

- Requires Council and Police consent only.
- Does not require advertising.
- Is not a protest or demonstration.

For example: Dog Shows and competitions (one day duration).

Application required a minimum of 2 months prior to the event

5 ACTIVITIES NOT REQUIRING APPROVAL

- a) Council has determined that the following activities can be carried out on Council owned land or as the Reserve Trust Manager on a Crown reserve under Council control and management without obtaining approval:
 - Passive Recreational Activities.
 - Social Gatherings.
 - Spreading of Ashes.
 - Volunteer Rescue Organisations – Training Days.
 - Emergency Services performed by recognised Emergency Services Organisations.

- b) The activities listed in this clause are allowed provided they:
- are not undertaken for commercial gain, and
 - Council is advised, in advance, if the activities could cause major disruptions in the area.

6 APPLYING TO COUNCIL

- a) All events held on Council managed land must apply to Council within the given timeframes. Appendix A contains event guidelines to assist the event coordinator in making their application.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.

Appendix A

Event Guidelines

Part A: Application Details

The ORGANISATION is the responsible body for the event (i.e. Rotary, Lions Club or Trial Bay Triathlon).

The EVENT COORDINATOR is responsible for ensuring compliance with the conditions of approval for the event.

The PUBLIC LIABILITY CERTIFICATE OF CURRENCY must be for a minimum of \$20,000,000.

Part B: Event and Location Details

The name of the EVENT should be as publicly advertised.

The location should be identified as the COUNCIL RESERVE or PARK which is the name of the Council managed land (i.e. Service Club Park, Riverside Park or Verge Street Oval). If you are unsure of the appropriate name of the area contact Council.

Part C: Site Plan

Council requires a SITE PLAN to accompany the Application Form. The site plan/sketch should show the key areas planned for your event included, but not limited to the position of stall locations, muster point, amenities, emergency access, temporary structures, electricity access points (if required and any other relevant structures), bin/recycling points, security stations.

Part D: Contingency Plan

The CONTINGENCY PLAN should outline how you will ensure the safety of the event, the organisers and the participants should the event be forced to closed due to inclement weather or other unforeseen circumstances. This plan should include, but is not limited to, how the event organiser will manage spectator management and crowd control, traffic and transport, medical emergency and/or environmental concerns. Please see Appendix B for an example of a contingency plan.

PART E: Events Schedule

A program of activities is to include but not limited to the name of any programmed events and the start and finish times.

PART F: Crowd Control

The extent of CROWD CONTROL necessary will be dependent upon the nature of the event rather than just the number of people present. For example a major sporting event will require a dedicated security presence to ensure safety of patrons, whereas open air theater is unlikely to require crowd control. If alcohol is to be available, this must also be taken into consideration when determining appropriate crowd control.

Where crowd control is considered an issue, contact should be made with the local Police to discuss security concerns and patron safety. Sufficient consideration of security and crowd control should be demonstrated in the application.

PART G: Site Access

This information is important to determine the safety issues and possible impact on the area in question.

If the event is proposed to be held at a beach, any vehicle associated with the event must hold a current beach driving permit under Council's Enforcement and Compliance Policy (1.3) – (Motor Vehicles on Beaches Procedure 1.3.4).

PART H: Notification of other services

The correspondence to the NSW Ambulance and NSW Fire Services must include, but is not limited to: the event's name, the event coordinator, contact details, description of the event, the date and time frame, the venue and estimated number of people in attendance (including spectators and participants).

In the occasion that it is expected that in excess of 500 will be in attendance, the NSW Police Service requires the event coordinator to submit a notice of intention to hold a public assembly.

A copy of the necessary notification is required to be attached as part of your application to Council.

Contact details:

Kempsey Ambulance
85 Belgrave Street
KEMPSEY NSW 2440

Kempsey Police
5 Elbow Street
WEST KEMPSEY NSW 2440

Kempsey Fire Brigade
76-78 Elbow Street
WEST KEMPSEY NSW 2440

See *Appendix C* for an example letter.

PART I: Waste Management

Sufficient garbage bins are to be provided at the event. These are to be serviced to prevent the over flow of rubbish during and after the event.

General Waste

A one day event will need approximately 1 X 55 people depending on type of event, e.g. Food and Wine tasting. A multiple day event will need a ratio of 1 X 100 if bins are being emptied on a regular basis (2 - 3 times a day) throughout the event if say a dumpster is provided.

Recycling

A higher ratio (e.g. 1X 150) will apply if recycling bins are included in the format for the event.

PART J: Amenities

Sufficient toilet facilities are to be provided and based on an even division of male and female patrons. At events where a specific general or special needs group has been targeted, the facilities required may need to be adjusted accordingly. Similarly an event serving alcohol may require a greater number of toilet facilities.

Toilets are to be maintained in a clean state throughout the event. A supply of soap and paper towels must also be maintained for the duration of the event. When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so they can be pumped out during the event. Any overflow, or

imminent overflow, of effluent may result in a fine under the Protection of the Environment Operations Act.

PART K: Road Closure and Pedestrian Movements and Parking

Any event involving the closure or use of a local road will be referred to the Local Traffic Committee for consideration. This process can take up to 2 months in addition to the normal processing times and assessment of your application will cease until approval is received from the Committee.

For any event involving the closure or use of the Pacific Highway the Event Coordinator will need to contact the RMS for the necessary approvals prior to lodging an event application with Kempsey Shire Council.

You must indicate on your site plan where the additional parking facilities are proposed, including the use of any Council managed land.

Road closures, alterations to pedestrian movements and additional parking will require a traffic management plan to be submitted with your event application.

PART L: Food

All food for sale (whether included in an initial ticket price or for direct sale) to meet the requirements of the Australian New Zealand Food Standards Code and the Food Act 2003, Food Regulation 2010 and Food Standards Code.

All food vending vehicles and stalls are to comply with Mobile Food Vending Vehicles Code 2009.

All food vendors are required to hold a current registration. Vendors who already hold a current registration should provide name and contact details with this application.

A copy of the Food Handling Guidelines for Temporary Event is available from www.foodauthority.nsw.gov.au.

PART M: Alcohol

The Event Coordinator will need to comply with Council's Land Under Kempsey Shire Council Jurisdiction Policy (1.2) - (Consumption of Alcohol on Public Reserves Procedure 1.2.3).

No glass containers should be used at events at which alcohol is served.

PART N: Amusement Devices

All mechanical amusement devices must be covered by a Public Liability Insurance to a minimum of \$20 million. A copy of this is to accompany the event application when lodged with Kempsey Shire Council.

The approval to operate an amusement device is subject to approval under Section 68 of the Local Government Act 1993 and NSW Work Cover Authority.

PART O: Temporary Structure

The State Environmental Planning Policy (Temporary Structures) 2007 require that particular matters be taken into consideration for the installation of temporary structures and the use of a building or temporary structure as a place of public entertainment. The Event Coordinator is responsible for ensuring all conditions are complied with and a Dial Before You Dig request has been submitted so participants are aware of the location of underground services.

Erection and use of tents and marquees

Temporary structures must comply with loads determined in accordance with Australian & New Zealand Standards entitled (i) AS/NZS 1170.0:2002 Structural design actions – General Principles (ii) AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions and (iii) AS/NZS 1170.2:2002 Structural design actions – Wind actions.

The erection and use of tents and marquees does not require a development consent if the following conditions are complied with;

- The total floor area of any one tent or marquees must not exceed more than 200 square meters
- The total floor area of all tents or marquees erected on one parcel of land or reserve must not exceed 400 square meters
- All tent and marquees are to be located at least 3 meters from any boundary of the land or reserve
- The height of the tent or marquee as measured from the ground surface is not more than 6 meters
- In the case of a tent or marquee having a floor area of more than 25 square meters 2 exits must be provided. In any other case 1 exit must be provided
- An exit width of 800 millimetres is to be provided for tent or marquees which is less than 150 square meters or 1 meter for any tent or marquees above this size
- Tents or marquees must comply with loads determined in accordance with Australian and New Zealand Standards entitled (i) AS/NZS 1170.0:2002 Structural design actions – General Principles (ii) AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions and (iii) AS/NZS 1170.2:2002 Structural design actions – Wind actions.

Erection and use of stage or platforms

Erection and use of a stage or platform does not require a development consent if the following conditions are complied with;

- The floor area is not more than 100 square meters
- The stage or platform is located at least 3 meters from any boundary of the land or reserve
- The height of the stage or platform as measured from ground level to the floor of the stage or platform is not more than 1 metre
- Stages or platforms must comply with loads determined in accordance with Australian and New Zealand Standards entitled (i) AS/NZS 1170.0:2002 Structural design actions – General Principles (ii) AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions and (iii) AS/NZS 1170.2:2002 Structural design actions – Wind actions.

If any tents, marquees, stages or platforms do not comply with the conditions listed you must seek development approval from Council.

PART P: Helicopter, Joy Flights or Fireworks

A commercial license obtained from Kempsey Shire Council and a Permit from NSW Work Cover is required to accompany the event application when lodged with Kempsey Shire Council.

PART Q: Noise

NOISE pollution is an important issue both to surrounding residents and patrons. Noise is governed under the provisions of the Protection of the Environment Operations Act (1997) and the Environment Operations (Noise Control Regulations 2000).

In general, all special events manifest noise. It is the level and extent of noise that will determine the most appropriate response in terms of management.

The maximum level of noise from musical performances or public address systems must not exceed 75 db(A) at the nearest residential boundary. All musical performances must finish at midnight.

PART R: Safety and Security

You as the Event Coordinator are responsible for the safety of everyone who is involved. You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash, or if there will be large crowds. The Police can advise you on these issues.

The location of any security station at the event must be indicated on the event site plan.

The Event Coordinator must provide an agreed level of first aid, paramedical and medical facilities at the event depending on the type of event, number of people in attendance and associated risk. Access by ambulance, fire brigade and/or police in an emergency should be considered.

You must indicate on your site plan where emergency service personnel can gain access to the event.

PART S: Child Protection

All paid and volunteer workers at the event who will have direct and unsupervised contact with children 18 years and under must read, understand and comply with the *Commission for Children and Young People Act 1998* available from www.austlii.edu.au.

As the Event Coordinator you are responsible for ensuring that all paid and volunteer workers are aware of the legislation and that each paid or volunteer worker has completed a Prohibited Employment Declaration available from www.kids.nsw.gov.au and will be kept for the applicants own records.

Example Event Contingency Plan

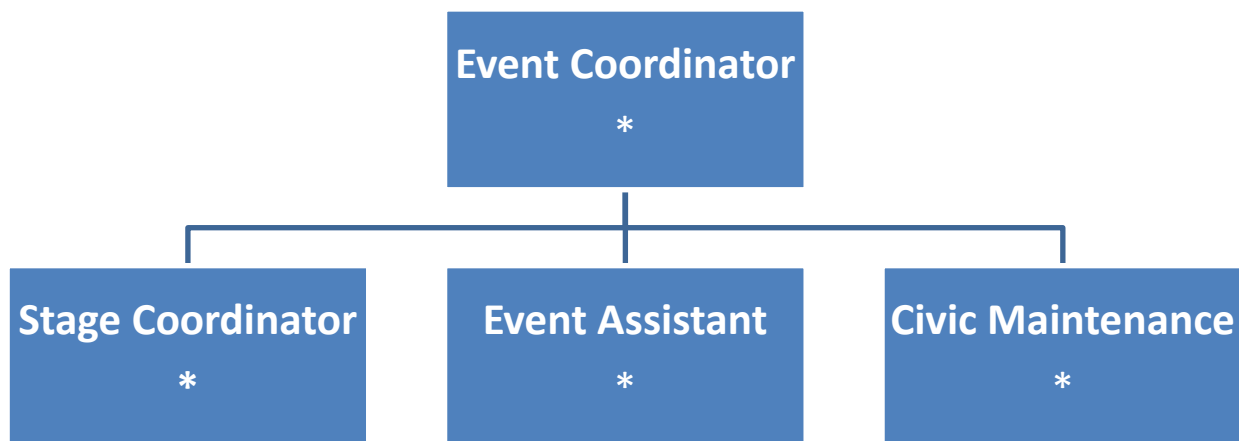
Australia Day 2008

Event Control Management Team

The Australia Day Festival 2008 will be held at Riverside Park, Kempsey on Saturday, 26th January 2008.

The Event will be managed by a dedicated team as illustrated in Figure 1.

Figure 1: - Events Control Management Team



Roles and Responsibilities

Event Manager

Name:

Contact Number:

The Event Manager is responsible for the overall management of the special event

Responsibilities – The Event Manager is responsible for:

- ◆ Ensuring that all appropriate pre-event risk analyses, plans checklists, and forms are completed and available to event personnel.
- ◆ Establish an appropriately located Event Headquarters (Event HQ).
- ◆ Approve and authorise the Pre-Event Checklists.
- ◆ Ensure that adequate safety measures are in place.
- ◆ Coordinate with Key people.

- ◆ Participate in all planning meetings.
- ◆ Exercise emergency authority to stop or prevent unsafe acts.
- ◆ Investigate accidents that have occurred during the event.
- ◆ Responsible for the success of the event.

Stage Coordinator

Name:

Contact Number:

The Stage Coordinator is responsible for the coordination of the stage and sound system including the supervision of acts.

Responsibilities – The Stage Coordinator is responsible for:

- ◆ Ensuring that all appropriate pre-event risk analysis relevant for the stage is completed and available to the Event Manager.
- ◆ Coordinate the stage and support acts utilising the stage.

Event Assistant

Name:

Contact Number:

The Event Assistant is to assist the Event Manager in the running of the event.

Responsibilities – The Event Assistant is responsible for: -

- ◆ Being the Contact point for contractors of the event
- ◆ Maintain a list of assisting and cooperating contractors
- ◆ Duties as directed by the Event Manager

Event Cancellation or Postponement

From time to time, depending on the various variables the need to cancel, postpone or interrupt an event may occur. The following procedures outlined below will describe how we will attend to this issue.

Event Venue Closed by Council

In the case of rain the event will be closed and relocated to an alternative venue. Community announcements will be utilised to notify the public of change of venue.

Communication Strategy for Event Closure

In the event that the carnival is completely called off the following communication mechanisms for the changes/cancellation will be undertaken.

All festival stall holders will be advised under what conditions the event will proceed.

Announcements will be broadcast over the PA system (if the event has commenced).

Media outlets will be notified: -

Radio – Phone:

FM – Phone:

TV – Phone:

Spectator Management and Crowd Control

As the events management personal we are responsible for the spectator management and crowd control.

In the event that a member of the crowd is behaving inappropriately the offence will be brought to the attention of the NSW Police Service.

In the event that an emergency occurs at the event, the control of the crowd will be transferred to the local emergency resources of NSW Police, Fire Brigades and Ambulance Services, when the situation is beyond our resources and capacities.

Occupational Health and Safety

The Occupational Health and Safety of all persons participating and visiting the Australia Day Festival is considered of utmost importance. Resources in line with the importance attached to OH&S will be available to comply with all relevant Act and Regulations and to ensure that the environment is safe and without risk to health.

The promotion and maintenance of OH&S is primarily the responsibility of the Event Manager.

Festival Contractors and Sub-Contractors are required to comply with the OH&S policies, procedures and programs and to observe directions on health and safety from designated officers. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

In order to implement the general provisions of this policy, Management will have a program of activities and procedures which will be continually updated. The program relates to all aspects of OH&S including: -

- ◆ OH&S Training and Education.
- ◆ Set Up and standard work methods.
- ◆ Emergency procedures and drills.
- ◆ Provision of OH&S equipment, services and facilities.
- ◆ Workplace Inspections and evaluations.
- ◆ Reporting and recording of incidents, accidents, injuries, illnesses and near misses.
- ◆ Provision of information to officers, contractors, subcontractors and the general public.

Emergency Evacuation

In the case of an Emergency, all Security guards, Boundary riders, organising officials under the control of NSW Police personnel will direct the crowd participants to the Emergency

Marshalling Point. The emergency marshalling point is located adjacent to the Boat ramp in Austral Street.

Medical Care/First Aid

As the organisers we are aware that we have a duty of care to both our spectators and participants. This duty of care also extends to their safety through the provision of Medical Attention in the event of an illness or injury.

The location of the Medical Care/First Aid tents will be clearly announced at the start and middle of the day to ensure that both spectators and participants are aware of the location of this facility.

Example Letter to Emergency Services

Name of Organisation/Organising Committee
First Line of Address
Second line of address
Contact phone number

Date

Kempsey Ambulance
85 Belgrave Street
KEMPSEY NSW 2440

Kempsey Police
5 Elbow Street
WEST KEMPSEY NSW 2440

Kempsey Fire Brigade
76-78 Elbow Street
WEST KEMPSEY NSW 2440

To whom it may concern

(Insert your event name) to be conducted in *(insert event location)* on *(insert date)*.

The *(insert name of organisation/organising committee)* will be conducting *(insert name of event)* event in *(insert event location)* on *(insert date/s)*.

The event organiser who will be in charge of the event site on the day will be *(insert name of person)* and they can be contacted on *(insert mobile number)* or *(insert landline number)*.

Kind regards

Events Management Application Form

KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440
 PO Box 78, West Kempsey 2440
 Phone 02 6566 3200 Fax 02 6566 3205
 Web: www.kempsey.nsw.gov.au Email: ksc@kempsey.nsw.gov.au

**APPLICATION TO HOLD AN EVENT**

Application is made under Council Policy C21:19 & Section 68 of the Local Govt Act 1993

INSTRUCTIONS FOR APPLICANTS

Event applications must be submitted for all events that are proposed to be held on Council managed land. Applicants are to complete those sections that are relevant to the individual details of their event; some sections may not be applicable. All additional application forms and information as requested from the applicant must be submitted to Council with this application and any fees payable are due at the time of lodgement. Incomplete applications will be placed on hold until all relevant information is received at Council.

FEES & CHARGES All fees are valid for the 2009/2010 financial year and are payable at lodgment.

Application Fee:	\$60.00 ¹
Cleaning Bond:	\$266.00
For sporting events:	\$381.00 Verge Street grounds \$131.00 Other sports grounds
For all other activities ² :	\$62.00

The following fees may be applicable to your application depending on the details as submitted by the applicant:

- Operate an amusement device (non-motorised): \$65.00 per day of operation
- Operate an amusement device (motorised): \$131.00 per unit
- Construct temporary structures: \$141.00 (plus \$656.00 bond)
- Joy flight or helicopter flight: \$131.00 per day of operation
- Electricity: price on application
- Waste Management Mon - Fri: \$12.00 per bin (supply) and \$12.00 per bin (collection)
- Waste Management Weekends: \$POA
- Beach Driving Permit: \$22.00 per vehicle
- Commercial licence: \$131.00 per day of operation

¹The application fee is waived for local not for profit organisations. Supporting documentation must be submitted with application. Contact Council for further information.

²Some sports grounds may not be available for hire for non-sporting events.

TIMEFRAME FOR SUBMISSION OF APPLICATION

Applications received outside the designated timeframes may result in non-assessment of the application. Applications must be received at Council:

4 months: events that fully or partially close the **Pacific Highway**. See Class 1 events below.

3 months: events that fully or partially close **Local Roads**. See Class 2 events below.

2 months: events that are conducted on **Council Managed Land**. See Class 3 & 4 events below.

BEFORE SUBMITTING YOUR APPLICATION

Before you submit your event application and depending on the details of your application you must have completed or consulted the following:

- Public Assembly: approval obtained from the NSW Police to hold a Public Assembly for all events and a copy is attached to this application
- NSW Ambulance and NSW Fire Services: notification has been sent to advise the Services of the event and a copy is attached to this application.
- Fireworks: approval issued by NSW Work Cover and a copy is attached to this application.
- Operate an amusement device (motorised): approval issued by NSW Work Cover and a copy is attached to this application.

Alcohol: approval issued by Liquor Administration Board NSW and a copy is attached to this application.

PRIVACY STATEMENT: Council collects and holds personal information for a number of reasons related to Council business eg to process applications, to issue rate notices, to process correspondence. When you provide personal information to Council it is used in accordance with privacy laws applicable to Council. Your personal information will only be used for purposes related to the business of Council.

CLASSIFICATION OF EVENTS

Class 1 events: Events that impact on the Pacific Highway; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 2 events: Events that impact on local roads and require part or full closure of the road; the application requires the concurrence of the Roads & Traffic Authority and the NSW Police; the application requires advertising as it impacts on the non-event community.

Class 3 events: Events that are conducted on council managed land and requires the concurrence of the NSW Police.

Class 4 events: Events that are conducted on council managed land.

ADDITIONAL RESOURCES

- *Event starter guide: a resource for organising events in New South Wales* issued by the NSW Premier’s Department available from http://www.events.nsw.gov.au/event-starter-guide/051004_FullGraphicsESG.pdf
- *Guide to Traffic and Transport Management for Special Events* issued by the Roads and Traffic Authority available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf
- *Notice of Intention to Hold a Public Assembly* available from http://www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf
- Risk Management checklists including event management, security and emergency and safety available from http://www.ourcommunity.com.au/insurance/insurance_article.jsp?articleId=1244

OFFICE USE ONLY

Application Fee	\$60.00	GL 110713	
Cleaning Bond	\$266.00	GL 110701	
Sport Ground Hire - Verge Oval 1	\$381.00	GL 110701	
Sport Ground Hire - Other Sports Grounds	\$131.00	GL 110701	
Cleaning Bond	\$266.00	GL 110701	
Reserve Hire	\$116.80	GL 110703	
Non-Motorised amusement device (per day)	\$65.00	GL 110713	
Waste Management (per service) Mon-Fri - Supply Bins	\$12.00	GL 080102	
Waste Management (per service) Mon-Fri - Collection Bins	\$12.00	GL 080102	
Waste Management (per service) Weekends	\$POA	GL 080102	
Commercial licence (per day)	\$131.00	GL 110713	
Fees Paid		RN:	CSO:

PART A: APPLICANT DETAILS

Applicant:
Contact person: Tick here if contact same as above
Postal address:
..... Post Code:
Email:
Telephone: Mobile:
 So that Council can offer you a better service please tick this box if we are able to send correspondence relating to your application by email.
 Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

PART B: EVENT DETAILS

Name of event:
Description of event:
.....
Council reserve or park:
Date of event: Estimate number of participants:
Time From: Time To:
Are you charging an admission fee? Y N if Yes please specify \$

PART C: SITE PLAN

Site Plan

Site Plan – tick here if you have supplied a site plan showing key areas for the event. See below for further information.

The **site plan** should show the key areas planned for your event including but not limited to the position of any temporary structures, vehicular access points, bins/recycling points, security stations, first aid stations, food stalls and any other information relevant to the assessment of your application. The site plan will be used to assess the risk associated with your event being held on Council managed land.

PART D: CONTINGENCY PLAN

Contingency Plan

You must outline your contingency plan if your event is forced to cease or close due to unforeseen circumstances – tick this box if you have included these details.

The **contingency plan** should outline how you will ensure the safety of the event, the organisers and participants should the event be forced to close due to inclement weather or other unforeseen circumstances. The plan should include, but is not limited to, how the event organiser will deal with structural matters, spectator management and crowd control, traffic and transport, public health, medical care and environmental concerns. The contingency plan will be used to assess the risk associated with your event being held on Council managed land.

PART E: SITE ACCESS

Vehicular Access

Do you require vehicular access? Y N

Specify type and number of vehicles:

Indicate on your **site plan** where the vehicle will access the event location.

Beach Access

Will you need access to the beach? Y N

You must apply for a permit to drive on the beach under Policy C23:17 *Beaches – Motor Vehicles on Beaches* – tick here if your application is attached. Fees are applicable. Application is available from www.kempsey.nsw.gov.au

PART F: NOTIFICATION OF OTHER SERVICES

- NSW Ambulance and NSW Fire services must be notified of your intention to hold the event – tick this box if your notification is attached.

Emergency Services are notified so that they can provide appropriate resources for events held in the Shire.

PART G: WASTE MANAGEMENT – fees are applicable

I: Waste by contractor

- Will you supply or engage the services of a waste management company? Y N

Name and telephone number of service provider:

Number of bins you will supply:

II: Waste by Council

- Do you want Council to supply additional garbage bins for your event? Y N Fees are applicable

Number of bins required:

Indicate the drop off point for the additional bins:

- Is the applicant the contact person responsible for the bins?

If not list the contact person and telephone number:

The applicant is responsible for the removal of all waste generated by the event. All bins must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

PART H: AMENITIES

I: Toilets by contractor

- Will you supply or engage the services of a portable toilet company? Y N

Name and telephone number of service provider:

II: Toilets by Council

- Tick here if you require Council to open and close Council toilets located at the event site.

The applicant is responsible for the maintenance of all portable toilets for the duration of the event. All portable toilets must be removed no later than the next working day from the event site. Fees are applicable if Council is contacted to clean up the area on your behalf.

Amenities

- Tick here if you require access to Council supply of power. Refer to *Council Amenities Available* for locations.

- Tick here if you require access to flood lights. Refer to *Council Amenities Available* for locations.

PART I: ROAD CLOSURE & PEDESTRIAN MOVEMENTS

Road Closure

- Do you require a part or full road closure? Y N

- A Traffic Management Plan must be submitted with your application – tick this box if the Traffic Management Plan is attached. The Traffic Management Plan must be in accordance with the RTA *Special Events Guide* available from www.rta.nsw.gov.au

Your application will be referred to the Local Traffic Committee for consideration. This process can take up to 2 months in addition to the normal processing times and assessment of your application will cease until approval is received from the Committee.

Pedestrian movements

- Will your event interfere with pedestrian access or movements in or near the event location? Y N

- Indicate how you will manage changes to pedestrian access or movements for the duration of the event – tick this box if you have included these details.

PART J: FOOD

Sale of food

Will you sell food at the event? Y N

- You must comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au – tick here if you have read and understood the guidelines and will comply with them for the duration of your event.
- Independent mobile food operators must supply a copy of their approval to operate – tick here if approval is attached.
- Hot and cold water provided for hand washing purposes for your stall – tick here if you will supply
- Stall is constructed in accordance with the diagram depicted on page 21 Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au

Will any of the following hazardous foods be prepared? Indicate with a tick next to the food that is applicable.

- Raw and cooked meat or foods containing raw or cooked meat
- Dairy products and foods containing dairy products
- Seafood (excluding live seafood) and food containing seafood
- Processed fruits and vegetables
- Cooked rice and pasta
- Processed foods containing eggs, beans, nuts or other protein
- Foods that contain any of the above such as sandwiches

If you plan to sell any of the food listed on the hazardous foods list Council's Environmental Health Officer will contact you directly to discuss.

Giving away food

Will you give away food at the event? Y N

If you plan to **give away** food free of charge you do not need to comply with these guidelines but should ensure that food is prepared in a safe and responsible manner.

PART K: ALCOHOL

Sale of Alcohol

Will you sell alcohol at the event? Y N

- You must obtain a liquor licence from the Liquor Administration Board NSW if you plan to sell alcohol before submitting your events application – tick this box if your licence is attached.

Consumption of Alcohol

Will participants consume alcohol at the event? Y N if no go to Part G

If you sell alcohol or participants will consume alcohol you must ensure that the activity will not be held in an alcohol free zone or an alcohol prohibited zone. Refer to Policy C21:5 Consumption of Alcohol on Public Reserves available from www.kempsey.nsw.gov.au

PART L: AMUSEMENT DEVICES (S68 – FE) – fees are applicable

Motorised

Will you have amusement devices that are *motorised* at the event? Y N

- You must seek approval to operate the amusement device under Section 68 of the Local Government Act 1993 – tick here if your application is attached.
- You must obtain a permit from NSW Work Cover Authority – tick this box if a copy of your permit is attached.
- Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

Non-motorised

Will you have amusement devices that are *non-motorised* at the event? Y N

- You must obtain a commercial licence from Council. Fees are applicable.
- Public Liability Certificate of Currency attached – tick this box if Certificate is attached.

PART M: TEMPORARY STRUCTURES (S68 – AE)

Temporary structures must comply with loads determined in accordance with Australian & New Zealand Standards entitled (i) AS/NZS 1170.0:2002 Structural design actions – General Principles (ii) AS/NZS 1170.1:2002 Structural design actions – Permanent, imposed and other actions and (iii) AS/NZS 1170.2:2002 Structural design actions – Wind actions.

- You must seek approval to construct a temporary structure under Section 68 of the Local Government Act 1993 – tick here if your application is attached. Fees are applicable.

Floor area of each structure:

Total floor area of all structures: Distance from the boundary:

Wall height: Height from ground to highest point:

Number of structures: Number of exits in each structure: Width of each exit:

The **site controller** is accountable for the safe and responsible construction and disassembly of the temporary structure.

Name and telephone number of site controller:

- Tick here if you accept responsibility for the safe construction and disassembly of the temporary structure.

You must indicate on your **site plan** where the temporary structures are to be located at the event site.

You should apply for a **Dial Before You Dig** one month prior to the event being held to ensure you are aware of the location of underground services. Phone 1100 to lodge an application.

PART N: HELICOPTER, JOY FLIGHTS OR FIREWORKS – fees are applicable

Will a helicopter land or a joy flight operate at the event? Y N

- You must obtain a commercial licence from Council. Fees are applicable.
- You must indicate on your **site plan** where the helicopter or joy flight will land at the event site.

Will fireworks be used as part of the event? Y N

- You must obtain a permit from NSW Work Cover Authority – tick this box if a copy of your permit is attached.

PART O: NOISE**Musical Performances**

Will you have musical performances? Y N

Type of musical performance:

Number of speakers: Sound Power Level:

Time From: Time To: Number of Performances:

Indicate on your **site plan** where the musical performances and speakers will be at the event location.

Public Address System

Will you use a public address system? Y N

Number of speakers: Sound Power Level:

Time From: Time To:

Indicate on your **site plan** where the public address system will be at the event location.

The maximum level of noise from musical performances or public address systems must not exceed 75 dB(A) at the nearest residential boundary. All musical performances must finish at midnight.

PART P: SAFETY & SECURITY**Security**

Will you provide or engage the services of a qualified security company for events of more than one day? Y N

Name and telephone number of service provider:

Will you provide accommodation on site for events of more than one day? Y N

Accommodation:

Indicate on your **site plan** where the security station will be at the event location.

First Aid

Will you provide or engage the services of a certified first aid officer? Y N

Name and telephone number of service provider:

Indicate on your **site plan** where the first aid station will be at the event location.

Parking

Will you provide additional parking facilities? Y N

You must indicate on your site plan where the additional parking facilities are positioned – tick this box if you have included these details.

Access for Emergency Services

You must indicate on your site plan where emergency service personnel can gain access to the event – tick this box if you have included these details.

PART Q: CHILD PROTECTION

Will your event involve children 18 years and under participating in activities? Y N

All paid and volunteer workers at the event who will have direct and unsupervised contact with children 18 years and under must read, understand and comply with the *Commission for Children and Young People Act 1998* available from www.austlii.edu.au.

As the applicant you are responsible for ensuring that all paid and volunteer workers are aware of the legislation and that each paid or volunteer worker has completed a Prohibited Employment Declaration available from www.kids.nsw.gov.au and will be kept for the applicants own records. As the applicant you must sign to indicate you have met your obligations.

Tick here if your paid and volunteer workers have read, understood and will comply with the legislation.

Signature of Applicant:

COUNCIL AMENITIES AVAILABLE

Power is available from the following locations:

Kempsey

Riverside Park

Services Clubs Park

South Kempsey Tourist Park

Villages

Horseshoe Bay Reserve

Lights are available at the following locations:

Kempsey

Verge Street sports ground

Eden Street sports ground

South Kempsey sports ground

Villages

Electric BBQ's are available at the following locations:

Kempsey

Riverside Park

South Kempsey Tourist Park

Villages

Crescent Head Reserve

Crescent Head Rotunda

Gladstone Riverside Park

Toilets are available at the following locations:

Kempsey

Riverside Park

Services Clubs Park

South Kempsey Tourist Park

Verge Street sports ground

Villages

Crescent Head sports ground

Hat Head Caravan Park
Horseshoe Bay Reserve

Crescent Head Reserve
Gladstone Park
Horseshoe Bay Reserve
Smithtown Park
South West Rocks sports ground
Stuarts Point sports ground
Willawarrin sports ground

APPLICANT SIGNATURE & CONDITIONS

I agree as the applicant that the participants undertaking the activity and the paid and volunteer workers will abide where applicable by the following conditions:

1. All information, additional forms and fees payable that have been requested that apply to your event are submitted together with this application to hold an event.
2. A copy of the Public Liability Policy covering \$10,000,000 is submitted with this application.
3. The applicant is liable for any damages or injuries sustained as a result of the activity.
4. All fees and charges are in accordance with the adopted Fees & Charges available from www.kempsey.nsw.gov.au
5. Council managed land used for the staging of the event is left in a clean and tidy condition. Additional cleaning undertaken by Council on behalf of the application will incur costs.
6. The applicant will apply for a beach driving permit and comply with Policy C23:17 *Beaches – Motor Vehicles on Beaches*
7. The applicant will read, understand and comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from www.foodauthority.nsw.gov.au
8. The applicant will ensure that portable toilets and garbage bins are removed from the event site the next working day following the event. Additional cleaning undertaken by Council on behalf of the application will incur costs.
9. Council reserves the right to cease the event if the applicant does not comply with these conditions of consent.
10. Further conditions may apply depending on the individual details as submitted by the applicant.

Signature of Applicant: Date: